

TOWN OF ALPINE, WYOMING

ORDINANCE NO. 2026-___

AN ORDINANCE AMENDING SECTION 2-201 AND SECTION 2-204 OF THE TOWN OF ALPINE LAND USE AND DEVELOPMENT CODE; REPEALING CERTAIN PLANNED UNIT DEVELOPMENT (PUD) REQUIREMENTS RELATED TO ANNEXATION AND PARCEL SIZE; ESTABLISHING A CONCEPTUAL PLAN REQUIREMENT FOR ANNEXATION; AND ADOPTING REVISED PLANNED UNIT DEVELOPMENT (PUD) REGULATIONS

WHEREAS, the Town of Alpine has adopted a Land Use and Development Code (“LUDC”); and

WHEREAS, Section 2-201 currently requires a Planned Unit Development (PUD) concept plan for annexation and a full PUD process for parcels greater than one (1) acre; and

WHEREAS, the Town Council finds that such requirements are overly broad, inconsistently applied, and do not reflect the intended purpose of a PUD as a zoning tool; and

WHEREAS, the Town Council finds that requiring a PUD at annexation results in premature zoning decisions; and

WHEREAS, the Town Council desires to revise the annexation and PUD processes to improve clarity, efficiency, and alignment with modern planning practices;

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. AMENDMENT TO SECTION 2-201

A. Section 2-201(a) — AMENDED TO READ AS FOLLOWS:

All annexation applications shall include a **Master Plan Submittal** including:

- A **Conceptual Site Plan** illustrating general layout and land use
- A **Conceptual Narrative** describing:
 - Proposed development

- General density and land use
- Infrastructure approach
- Consistency with the Town’s Master Plan
- Phasing and long-term development strategy

The Master Plan is illustrative in nature and shall not establish binding development standards.

B. REPEAL OF PUD CONCEPT REQUIREMENT

Any language within Section 2-201(a), or elsewhere in the LUDC, requiring a Planned Unit Development (PUD) concept plan as part of annexation is hereby repealed.

C. Section 2-201(c) — REPEALED AND REPLACED

Any provision requiring a Planned Unit Development (PUD) for parcels greater than one (1) acre is hereby repealed in its entirety.

A Planned Unit Development shall not be required solely based on parcel size.

SECTION 2. ADDITION OF SECTION 2-204 – MASTER PLAN (CONCEPTUAL PLAN) PROCESS

Section 2-204 of the Town of Alpine Land Use and Development Code is hereby created to read as follows:

(a) Purpose

The purpose of the Master Plan (Conceptual Plan) process is to provide a planning-level review tool for developments that are large, phased, or complex in nature, but do not require the use of a Planned Unit Development (PUD).

The Master Plan process is intended to:

- (1) Allow the Town to evaluate the overall development vision and layout of a proposed project;
 - (2) Promote coordinated planning of land use, infrastructure, access, and circulation;
 - (3) Provide a framework for future subdivision, site plan, building permit, or PUD review;
- and

(4) Ensure consistency with the Town of Alpine Master Plan.

(b) Applicability

A Master Plan may be required by the Town when:

- (1) A development is large-scale in size or scope;
- (2) A development is proposed to occur in multiple phases;
- (3) A development involves mixed-use or coordinated land use patterns;
- (4) A development requires coordinated infrastructure planning, or
- (5) The Town determines that a comprehensive understanding of the development is necessary before formal approval.

A Master Plan shall not be required for:

- (A) Small or straightforward development projects; or
- (B) Projects that fully comply with zoning and do not require coordinated planning review.

(c) Relationship to Annexation

A Master Plan shall be required as part of all annexation applications in accordance with Section 2-201.

The Master Plan submitted with an annexation application shall provide a conceptual framework for evaluating the proposed development, including general land use, density, infrastructure approach, and long-term development intent.

A Master Plan reviewed as part of an annexation application shall be considered illustrative in nature and shall not establish binding development standards or zoning.

Following annexation, subsequent development applications, including subdivision, site plan, or Planned Unit Development (PUD), shall be generally consistent with the approved or accepted Master Plan, unless otherwise amended in accordance with this Section.

(d) Nature of Approval

A Master Plan:

- (1) Is conceptual and illustrative in nature;
- (2) Does not establish binding development standards;
- (3) Does not constitute zoning approval or create vested development rights; and
- (4) Shall not replace subdivision, site plan, building permit, or PUD approval requirements.

(e) Application Requirements

Applicants shall submit a Master Plan application, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;
- (4) Name and contact information of the person or entity responsible for preparation of the application materials; and
- (5) Payment of all applicable fees.

(f) Required Submittal Materials

In addition to the application form, the applicant shall provide:

- (1) **Conceptual Site Plan**, illustrating:
 - (A) General land use layout;
 - (B) Approximate lot configuration, if applicable;
 - (C) Circulation systems, including vehicular and pedestrian access;
 - (D) General infrastructure and utility framework; and
 - (E) Open space and natural features;
- (2) **Conceptual Narrative**, describing:
 - (A) Project overview;
 - (B) Proposed land uses and development intensity;
 - (C) General density and development pattern;
 - (D) Infrastructure and utility approach;
 - (E) Phasing and long-term development strategy; and
 - (F) Consistency with the Town of Alpine Master Plan;
- (3) A location map showing the project site and surrounding properties;

- (4) A general development schedule, if applicable; and
- (5) Any additional materials required by the Town to evaluate the proposal.

(g) Staff Review

The Planning and Zoning Administrator shall conduct a review of the proposed Master Plan.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the proposal with respect to:

- (1) Consistency with the Town of Alpine Master Plan;
- (2) Compatibility with surrounding land uses;
- (3) Municipal infrastructure and service capacity;
- (4) Vehicular and pedestrian access;
- (5) Drainage, snow storage, and site constraints; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator may prepare a written summary or staff report and provide recommendations as appropriate.

(h) Review Process

A Master Plan shall be reviewed:

- (1) Administratively by the Planning and Zoning Administrator; or
- (2) By the Planning and Zoning Commission, if determined necessary by the Town due to the scale or complexity of the project.

The review process shall focus on planning-level considerations and shall not require detailed engineering or construction-level design.

(i) Determination

Following review, the Planning and Zoning Commission may:

- (1) Accept the Master Plan as submitted;
- (2) Accept the Master Plan with recommendations; or
- (3) Request revisions to the Master Plan.
- (4) The Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following Planning and Zoning Commission action.

A Master Plan shall not be approved by ordinance and shall not constitute a final development approval.

(j) Relationship to Subsequent Approvals

(1) A Master Plan shall serve as a guiding document for future development applications.

(2) Subsequent subdivision, site plan, building permit, or PUD applications shall be generally consistent with the approved or accepted Master Plan.

(3) If a proposed development deviates substantially from the Master Plan, the Town may require an amended Master Plan or additional review.

(k) Public Notice

Public notice for Master Plan review, when required, shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(l) Amendments

(1) Minor Amendments- No Fee

Administrative amendments to an approved Master Plan may be approved by the Planning and Zoning Administrator when the proposed changes are minor in nature and remain consistent with the overall development intent of the approved Master Plan.

Administrative amendments may include, but are not limited to:

- (A) Minor adjustments to lot configuration or layout;
- (B) Refinements to circulation patterns that do not alter overall access intent;
- (C) Minor changes to land use areas that do not significantly alter the character or intensity of the development; and
- (D) Adjustments to phasing that do not affect infrastructure planning or overall development sequencing.

(2) Major Amendments- See the most recently adopted version of the fee schedule

Major amendments to an approved Master Plan shall be required when proposed changes substantially alter the original development concept or intent.

Major amendments shall be evaluated and approved by the Planning and Zoning Commission and shall follow the applicable review procedures for a Master Plan.

Major amendments include, but are not limited to:

- (A) Significant changes in land use;
- (B) Substantial increases in density or development intensity;
- (C) Significant modifications to circulation systems or access points;
- (D) Changes to infrastructure framework that impact service capacity or delivery; or
- (E) Changes that alter the overall character of the development.

(n) Appeals

Any appeal of a decision regarding a Master Plan, including determinations made by the Planning and Zoning Administrator or the Planning and Zoning Commission, shall be made to the Board of Adjustment.

Appeals shall be filed in accordance with the procedures set forth in Part 5 of this Code and within the timeframes established therein.

The Board of Adjustment shall review the appeal and may affirm, modify, or reverse the determination based on the standards and evidence presented.

SECTION 3. AMENDMENT TO SECTION 2-204 – PLANNED UNIT DEVELOPMENT (PUD)

Section 2-204 of the Town of Alpine Land Use and Development Code is hereby **amended in its entirety to Section 2-205 and read as follows:**

Section 2-205 – Planned Unit Development (PUD)

(a) Purpose

The purpose of the Planned Unit Development (PUD) process is to provide a flexible zoning and development tool that promotes the most beneficial and creative development of land within the Town.

The PUD process is intended to:

- (1) Permit and encourage coordinated, site-specific development that may not be achievable under standard zoning regulations, where there is a demonstrable benefit to the Town;
- (2) Allow flexibility in site design, land use, density, and development standards, where such flexibility results in improved development outcomes; and

- (3) Promote development that:
- (A) Improves site design and development quality;
 - (B) Encourages efficient use of land and infrastructure;
 - (C) Preserves open space and natural features;
 - (D) Ensures compatibility with surrounding land uses; and
 - (E) Is consistent with the Town of Alpine Master Plan.

(b) Applicability

A Planned Unit Development (PUD) shall not be required solely based on parcel size.

A PUD may be required or permitted when:

- (1) A development proposes flexibility or deviation from base zoning standards;
- (2) A development is large-scale, mixed-use, or phased; or
- (3) The Town determines that a coordinated development approach is necessary to achieve improved design, infrastructure efficiency, or identifiable public benefit.

Owners and/or prospective developers may apply for a PUD within any zoning district, subject to the provisions of this Section.

(c) Relationship to Annexation

A Planned Unit Development (PUD) shall not be required as part of an annexation application.

Annexation applications shall instead be reviewed based on a Master Plan in accordance with Section 2-201.

A PUD may be required or initiated following annexation when a proposed development meets the applicability criteria outlined in this Section.

(d) Application Requirements

Applicants shall submit a completed Planned Unit Development application form, including at a minimum:

- (1) Name, address, telephone number, and email address of the applicant;
- (2) Written authorization from the landowner, if the applicant is not the property owner;
- (3) Legal description and total land area of the subject property;

(4) Name and contact information of the person or entity responsible for preparation of the application materials; and

(5) Payment of all applicable fees.

(e) Required Submittal Materials

In addition to the application form, the applicant shall provide the following:

(1) Master Development Plan, if one has not already been approved for the proposed property, OR if there are any changes to the approved Master Plan, illustrating:

- (A) Land use layout;
- (B) Density and intensity;
- (C) Circulation systems, including vehicular and pedestrian access;
- (D) Infrastructure framework; and
- (E) Open space and common areas;

(2) PUD Development Standards, including:

- (A) Permitted uses;
- (B) Dimensional standards;
- (C) Density; and
- (D) Design criteria;

(3) PUD Narrative, describing:

- (A) Project overview;
- (B) Consistency with the Town's Master Plan;
- (C) Deviations from base zoning;
- (D) Public benefits; and
- (E) Phasing, if applicable;

(4) Location map showing the project site and surrounding properties;

(5) A development schedule for the proposed project; and

(6) Any additional materials required by the Town to evaluate the application.

(7) Additional Technical Reports

The Town may require the submission of technical studies and engineering reports as part of a Planned Unit Development (PUD) application when necessary to evaluate the proposed development.

Such reports may include, but are not limited to:

- (A) Geotechnical investigations and slope stability analyses;
- (B) Drainage and stormwater management studies;
- (C) Traffic impact analyses;
- (D) Utility and infrastructure capacity analyses;
- (E) Roadway design and grading plans; and
- (F) Any other engineering or technical documentation deemed necessary by the Town to evaluate public health, safety, and welfare.

The scope and level of detail of such reports shall be determined by the Town based on the size, location, complexity, and characteristics of the proposed development.

(f) Staff Review

The Planning and Zoning Administrator shall conduct a detailed review of the proposed development.

The Planning and Zoning Administrator, or his or her authorized representative, shall evaluate the merits, disadvantages, and potential impacts of the proposed development upon:

- (1) Adjoining land uses;
- (2) Municipal infrastructure and services;
- (3) Vehicular and pedestrian access;
- (4) Drainage and snow storage;
- (5) Public health, safety, and welfare; and
- (6) Community land use relationships.

Following review, the Planning and Zoning Administrator shall prepare and transmit a written staff report, including findings and recommendations, to the Planning and Zoning Commission.

(g) Public Notice

Public notice for Planned Unit Development applications shall be provided in accordance with **Ordinance No. 2026-002 (Public Notice Requirements Ordinance)**, as may be amended.

(h) Planning and Zoning Commission Recommendation

Upon consideration of the staff report and public comment, the Planning and Zoning Commission shall make a written recommendation to the Town Council.

The recommendation shall include findings of fact and may include conditions necessary to mitigate impacts and ensure compliance with this Code.

(i) Town Council Action

The Town Council shall review the application, staff report, and Planning and Zoning Commission recommendation.

The Town Council may:

- (1) Approve;
- (2) Approve with conditions;
- (3) Deny; or
- (4) Table the application pending additional information.

Approval of a Planned Unit Development shall be by ordinance.

(j) Approval Criteria

A Planned Unit Development may be approved only upon finding that:

- (1) The proposal is consistent with the Town of Alpine Master Plan;
- (2) The development provides improved design or efficiency over standard zoning;
- (3) The project is compatible with surrounding land uses;
- (4) Infrastructure and services can be adequately provided; and
- (5) The development provides identifiable public benefits.

(k) Amendments

(1) Minor Amendments

May be approved administratively when:

- (A) No change in density;
- (B) No change in land use; and
- (C) No alteration of overall development intent.

(2) Major Amendments

Shall require Planning and Zoning Commission review and Town Council approval by ordinance.

Major amendments include:

- (A) Changes in land use;
- (B) Increases in density;

- (C) Significant changes to layout or infrastructure; or
- (D) Changes affecting the overall character of the development.

(l) Notice of Decision

The Planning and Zoning Administrator shall issue a written notice of decision to the applicant within five (5) business days following final action by the Town Council on a Planned Unit Development (PUD) application or major amendment, or following administrative action on a minor amendment.

The notice shall indicate the final determination made by the Town, including:

- (1) Approval of the Planned Unit Development (PUD);
- (2) Approval of the Planned Unit Development (PUD) with conditions;
- (3) Denial of the Planned Unit Development (PUD);
- (4) Approval of a minor amendment; or
- (5) Approval, approval with conditions, or denial of a major amendment.

The notice of decision shall also include:

- (A) Any conditions of approval imposed by the Town Council or Planning and Zoning Commission;
- (B) A summary of findings supporting the decision; and
- (C) Any applicable requirements for subsequent approvals, including but not limited to subdivision, site plan, or building permit review.

For Planned Unit Developments and major amendments approved by ordinance, the notice of decision shall reference the adopting ordinance and shall constitute written confirmation of the Town Council's action.

(m) Recording Requirements

No covenants, conditions, restrictions, plats, or related documents shall be recorded until the Planned Unit Development has been approved by ordinance of the Town Council.

(n) Appeals

Any appeal of a decision of the Town Council shall be made to the District Court in accordance with Rule 12 of the Wyoming Rules of Appellate Procedure.

SECTION 4. DEFINITIONS

For the purposes of this Ordinance and the Town of Alpine Land Use and Development Code, the following terms shall have the meanings set forth below:

(a) Planned Unit Development (PUD)

A **Planned Unit Development (PUD)** is a zoning and development tool adopted by ordinance that allows for coordinated, site-specific development and may modify or replace the standards of the underlying zoning district. A PUD establishes binding development standards, runs with the land, regulates land use, density, layout, design, and infrastructure, and is approved by the Town Council following recommendation from the Planning and Zoning Commission.

(b) Master Plan (Conceptual Plan)

A **Master Plan** is a non-binding, conceptual planning document that illustrates the overall development vision for a property or area. A Master Plan depicts general land use, density, layout, circulation, infrastructure, and phasing, is used for planning-level review, does not establish regulatory standards or zoning, does not create vested development rights, and serves as a guiding framework for future development applications.

(c) Conceptual Site Plan

A **Conceptual Site Plan** is a component of a Master Plan that graphically illustrates the general layout and development pattern of a proposed project, including general land use areas, lot configuration (if applicable), circulation and access, open space areas, and approximate building locations and layout. A Conceptual Site Plan is illustrative in nature and is not intended to represent final engineering or construction-level design.

(d) Conceptual Narrative

A **Conceptual Narrative** is a written component of a Master Plan that describes the project overview, proposed land uses and development intensity, general density and development pattern, infrastructure and utility approach, phasing and long-term development strategy, and consistency with the Town of Alpine Master Plan. The Conceptual Narrative is intended to support planning-level review and does not establish binding development requirements.

SECTION 5. REPEALER

All ordinances, resolutions, or parts thereof, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, including but not limited to any provisions of the Town of Alpine Land Use and Development Code requiring:

- A Planned Unit Development (PUD) concept plan as part of annexation; and
- A Planned Unit Development (PUD) based solely on parcel size.

The repeal of any provision herein shall not be construed to revive any previously repealed ordinance or portion thereof.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, such decision shall not affect the validity of the remaining portions.

SECTION 7. EFFECTIVE DATE

This Ordinance shall take effect upon adoption and publication as required by law.

PASSED on First Reading: _____

PASSED on Second Reading: _____

PASSED on Third Reading: _____

TOWN OF ALPINE, WYOMING

Mayor

ATTEST:

Town Clerk